

SECRET

# SPECIAL BULLETIN

25X1A

OFFICE OF TRAINING

No. [REDACTED]

27 August 1970

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (A-74)

DATES 11-16 October 1970 (Sunday afternoon - Friday afternoon)

LOCATION [REDACTED]

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OBJECTIVES To increase individual effectiveness on the job by providing (a) better understanding of planning as a managerial skill and (b) familiarization with the Agency's overall planning system.

FOR Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers

Grade level: GS-12 and GS-14.

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation of the Agency's overall PRS system. Developed under contract by [REDACTED]

This course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

(Over, please)

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GROUP I  
Excluded from automatic  
downgrading and declassification



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## PRECOURSE WORK

Approximately 25 hours. Material to be sent out on or about 23 September 1970.

## REGISTRATION

Limited to 45. Submit Form 73  
(Request for Internal Training) to  
AIR/ISS/TR, Room 832 1000 North Glebe Road  
by Wednesday, 16 September 1970.  
No substitutions to be made after  
that date because of extensive  
precourse work requirements.

## TRAVEL ORDERS AND COST

Responsibility of participating office.

ADDITIONAL  
INFORMATION

On course content, call extension  
[redacted] ration, call

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